



**State of Rhode Island
Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Tel: (401) 574-8100 Fax: (401) 574-8387**

**Solicitation Information
October 16, 2014**

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| ADDENDUM # 1 |
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RFP # 7549057

**TITLE: Architectural Assistance, Consultation Services
Submission Deadline: Wednesday November 5, 2014 at 11:00 am (Eastern Time)**

Notice to Vendors:

- **Original solicitation dated October 8, 2014 should be discarded, attached solicitation dated October 16, 2014 is the updated one which must be used to bid on this project.**

**Thomas Bovis
Interdepartmental Project Manager**

Interested parties should monitor this website, on a regular basis, for any additional information that may be posted.

Solicitation Information

October 16, 2014

Solicitation

RFP # 7549057

TITLE: Architectural Assistance, Consultation Services

Submission Deadline: Wednesday November 5, 2014 at 11:00 am (Eastern Time)

PRE-BID CONFERENCE: No

Date: - Mandatory:

Location:

Questions concerning this solicitation may also be e-mailed, in Word format to the Division of Purchases at questions@purchasing.ri.gov no later than **10/22/2014 at 4 pm (ET)**. Please reference the RFP # on all correspondence. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

**Thomas Bovis
Interdepartmental Project Manager**

**Vendors must register on-line at the State Purchasing Website at
www.purchasing.ri.gov**

NOTE TO VENDORS:

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS

1.1) INTRODUCTION

- a) The Rhode Island department of Administration, Division of Purchases, on behalf of the **Department of Human Services/Office of Rehabilitation Services(ORS)** are soliciting proposals from qualified firms to provide Architectural, Engineering, and Design Services for **Architectural Consultant Services for the purpose of Home Modifications for individuals with disabilities served by the DHS /ORS; and to provide Architectural Consultant, Design and Project Administration services for the Business Enterprise Program (BEP) of SBVI** as described elsewhere herein, and in accordance with the terms of this Request and the State's General Conditions of Purchase (available at www.purchasing.ri.gov).
- b) This is a Request for Proposal (RFP), not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.
- c) Respondents to this solicitation are hereby advised that the respondent selected for award of a contract pursuant to this solicitation, and its affiliated or subsidiary companies (whether partially or wholly owned), shall be ineligible to bid upon any future consulting or construction solicitations which may arise from or relate to the services described in this solicitation. In addition, any sub-consultants or subcontractors engaged by the respondent selected for award of a contract who performs any services arising from this solicitation shall be ineligible to bid upon any future consulting or construction solicitations which may arise from or relate to the services described in this solicitation.

1.2) NOTIFICATIONS TO OFFERORS:

- a) Potential Respondents are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- b) In order to submit a proposal, Respondents must properly register with the State of Rhode Island. For information of registering, please see the Division's website at www.purchasing.ri.gov and under the heading "Vendor Registration Information".
- c) All proposals shall include the Respondent's FEIN or Tax Identification number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
- d) Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which

depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.

- e) All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
- f) Proposals submitted in response to this solicitation shall be considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- g) All pricing submitted by Respondents in response to this solicitation shall be considered to be firm and fixed unless otherwise indicated herein.
- h) Proposals misdirected to other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time of opening for any cause shall be determined to be late and shall not be accepted, opened, or considered. The official time clock is located in the reception area of the Division of Purchases, 2nd floor, One Capitol Hill, Providence, RI.
- i) In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State (401/222-3040) www.sos.ri.gov. However, this is a requirement only for successful bidder (s).
- j) Respondents are advised that all documents and materials submitted to the Division of Purchases for consideration in response to this solicitation shall be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- k) Respondents should be aware of all applicable MBE requirements, as set forth in R. I. Gen. Law § 37-14.1-1, *et seq.* The State's goal is for a minimum ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or charles.newton@doa.ri.gov, Visit the website <http://www.mbe.ri.gov/>
- l) Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
- m) Equal Employment Opportunity-R. I. Gen. Laws § 28-5.1 Declaration of Policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal

Employment Opportunity Office, at 222-3090 or via e-mail raymond1@gw.doa.state.ri.us

- n) Subcontractors are permitted for this project, provided that the identity of the proposed subcontractor(s) and scope of the subcontractor's services are clearly stated in the Respondent's proposal.
- o) Questions concerning this solicitation may be e-mailed to the Division of Purchases in accordance with the terms and conditions expressed on the cover page of this solicitation. All questions received by the Division of Purchases shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases' website for updated solicitation information and addenda.
- p) The Division of Purchases reserves the right to accept or reject any or all proposals submitted in response to this solicitation, to waive minor irregularities, or to negotiate with any Respondents, as necessary, to serve the best interests of the State.

1.3) ARCHITECTURAL / ENGINEERING SERVICES

- a) Persons or firms practicing Architectural and/or Engineering Services in the State of Rhode Island must possess a proper registration and Certificate of Authorization in accordance with Rhode Island General Laws.
- b) A copy of the current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform the work must be included behind the front page of each copy of the Proposal.
- c) The Board of Design Professionals can be contacted as follows:

Board for Design Professionals
1511 Pontiac Avenue (Bldg 68-2)
Cranston, RI 02920
Tel: 401-462-9530
Fax: 401-462-9532
Website: www.bdp.state.ri.us

- d) The respondent's Proposal will be disqualified and removed from consideration if the Proposal fails to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s).

SECTION 2 – SCOPE OF WORK

2.1) BACKGROUND AND MISSION

The Rhode Island Department of Administration/Office of Purchases on behalf of the Department of Human Services/Office of Rehabilitation Services(ORS) request letters of interest from qualified individuals or organizations to provide Architectural Consultant Services for the purpose of Home Modifications for individuals with disabilities served by the DHS /ORS; and to provide Architectural Consultant, Design and Project Administration services for the Business Enterprise Program (BEP) of SBVI which establishes and operates vending facilities for the blind under the Randolph Sheppard Act.

DHS/Office of Rehabilitation Services: The Office of Rehabilitation Services (ORS) administers the public Vocational Rehabilitation Program in Rhode Island. The VR program provides services through individualized plans for employment to assist individuals with disabilities to prepare for, obtain, and maintain employment in the community and remove barriers to achieving employment. Services for the Blind and Visually Impaired (SBVI) is a division within ORS that is responsible for the Randolph Sheppard Business Enterprise Program.

CONTRACT REQUIREMENTS

TITLE: Architectural Consultant/ Adaptive Housing Consultant

REPORTS TO: Adaptive Housing Coordinator at ORS and BEP Administrator at DHS/ORS/SBVI.

PLACE: Provides services in client's homes or onsite at vending facilities. Provides telephone, fax, and email communication to clients, ORS staff, and other professionals as required. Meetings as required.

2.2) TIME OF PERFORMANCE: 5 YEARS WITH DEC 1, 2014- NOV 30, 2019
(3 years with 2 years renewable option)

PROPOSED ANNUAL HOURS/COMPENSATION:

| | | |
|----------------------------|----------|----------------|
| 1st year | X | 530hrs. |
| 2nd year | X | 530hrs. |
| 3rd year | X | 530hrs. |
| 4th year | X | 530hrs. |
| 5th year | X | 530hrs. |
| Lump Sum Total=\$ | | |

2.3) Scope of Work for Architectural Services- RI ORS Adaptive Housing and Business Enterprise (BEP)

Preparation of written evaluation (for adaptive housing& BEP projects) that includes schematic drawings of the proposed work and description of alternative solutions if applicable;

Provision of a detailed cost estimate of the work to be performed;

Preparation of stamped construction documents and detailed drawings to communicate the desired results of the project;

Provision of an original and five copies of working architectural blueprints (detailed drawings and final plans) that will allow the customers to solicit bids for the described work if approved by ORS;

Provide direct communication to customers, ORS, and Contractors to clarify construction documentation during the bidding process;

Provide project administration during construction for those items included within the scope of the Architect's work;

Provide comprehensive mid-point inspection (per stage when relevant) and final inspection and certification that the work has been performed in accordance with the intent of the construction documents;

Provide technical assistance and consultation to customers, ORS staff and contractors regarding the resolution of problems and issues involving the architectural evaluation, construction documents and code variances;

Provide compliance with the ADA, and all applicable Federal and State Laws.

For BEP specifically - Preparation of written evaluation (existing conditions) for various BEP “Coffee Plus” small restaurant –snack bar facilities that includes schematic drawings of the proposed work and description of alternative solutions if applicable;

For BEP specifically -Provide compliance with current applicable State and Federal Food Code (safety) Laws.

For BEP specifically- Provide detailed schematic and equipment schedules, pursue necessary engineering consultations when needed.

2.4) TECHNICAL REVIEW/EVALUATION:

Evaluation of the responses will be based on evidence of:

1. Competence to perform the desired services by virtue of the experience and qualifications of the applicant in providing similar services. [20%]
2. Ability to perform the services expeditiously, as reflected by current workload and previous experience of the applicant. [20%];
3. Interpersonal and communication skills compatible with the desired services [20%]
4. Past performance, as reflected by references' input on the quality of related work, ability to meet deadlines, ability to interact with various constituents, and quality of interpersonal interactions [20%].
5. Cost - Hourly Rate. (20%) **In a separate sealed envelope**

SECTION 3 –SELECTION PROCEDURE AND SUBMISSION REQUIREMENTS

3.1) RESPONSES

- a) Responses will be evaluated in two parts for a maximum score of 100 points. Part One is a Technical proposal (80 points max) and Part Two is a Professional Fee proposal (20 points max). Both the Technical and Professional Fee proposals are required on the due date listed on page 1 of this solicitation, they are to be submitted in **separate sealed envelopes**.

Part One – Technical Proposal Technical proposal will be evaluated on the criteria identified in section 2.4 (items 1-4) (All Respondents must receive a minimum score of 55points on the Technical proposal, Respondents not scoring at least 60 points will not be considered for fee proposal evaluation).

b) Part Two – Professional Fee Proposal

Professional Fee proposal will be evaluated (if firm meets minimum of 60 points in Part One) on the following criteria (Will represent 20 points max):

1. The Professional Fee proposal shall be submitted in a **separate, sealed envelope**.
2. The Professional Fee proposal shall be submitted as an annual cost and total over 5 years lump Sum price (see section 2.3 for format)
3. The other opened Professional Fee proposals shall be allocated points prorated in correlation to the lowest Professional Fee proposal (e.g. a bid of twice the amount of the low bid will receive 10 points). Professional Fee proposal points are determined by the following formula: **x/n (y) = points awarded**; whereas “x” = lowest opened bid, “n”= any bid under consideration and “y”= 20 points.

- c) All services described in this RFP must be included in the proposal, with **no exclusions** must be provided, or the proposal shall be rejected as being non-responsive.
- d) The State reserves the right to award based upon the most favorable cost proposal. Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

3.2) PROPOSAL SUBMISSION

- a) Proposals to provide the services set forth in this solicitation must be received by the Division of Purchases on or before the date and time indicated on page one of this solicitation. Responses (a clearly labeled **original** plus five (5) copies) should be mailed or hand-delivered in a sealed envelope marked with the RFP number

**RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855**

- b) **Reminder:** Proposals misdirected to locations other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time of opening for any cause shall be determined to be late and shall not be accepted, opened, or considered. The “official” time clock is located in the reception area of the Division of Purchases, 2nd floor, One Capitol Hill, Providence, RI.

3.3) ADDITIONAL PROPOSAL CONTENTS

- a) In addition to the contents described in Section 3.1 proposals must include the following:
 - 1. A completed and signed four-page RIVIP generated Respondents certification cover sheet (downloaded from the Division of Purchases’ website <http://www.purchasing.ri.gov>)
 - 2. A completed and signed IRS Form W-9 downloaded from the Division of Purchases’ website, should **only** be included in the **original copy**.
 - 3. In addition to the multiple hard copies of proposal required, Respondents are requested to provide their proposal in electronic format (CD-Rom, Diskette, flash drive). Microsoft Word / Excel or PDF for is preferable. Only one (1) electronic copy is requested. This CD or diskette should be included in the proposal marked “Original”